



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

Brunswick Planning Commission Minutes March 27, 2006

Commission Members Present: Chair Ed Gladstone, Vice Chair Connie Koenig, Secretary Wayne Dougherty, Council Liaison Walt Stull, Don Krigbaum, and Ellis Burruss, Alternate.

Staff Present: Planning & Zoning Administrator Rick Stup, City Development Review Planner Jeff Love, City Comprehensive & Utility Planner Jack Whitmore, and County Planning Liaison Carole Larsen.

Chair Gladstone called the meeting to order at 7:00 PM.

Minutes:

The minutes of the February 27, 2006 meeting were reviewed and approved as amended. (MOTION by Ms. Koenig and seconded by Mr. Krigbaum unanimously passed.)

Chairman:

Mr. Stup introduced Jack Whitmore. He has been hired as the Comprehensive & Utility Planner for the Master Plan Update, and began work on March 1, 2006.

He noted that the revisions to the Design Manual to include the TOD Guidelines added as an Appendix was approved by the Council on March 14, 2006 by Ordinance 434. Copies will be distributed to the Planning Commission once all of the changes have been made.

Old Business:

None.

New Business:

Planning & Zoning –Report

Staff presentation of the 2003, 2004 & 2005 Annual Report for the Planning & Zoning Office to be forwarded to the Department of State Planning in accordance with Article 66B of the Annotated Code of Maryland.

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Staff Presentation and Recommendation:

Mr. Stup presented the 2003, 2004, and 2005 Annual Planning Reports, which are based on calendar Years rather than Fiscal Years. He stated that Annual Planning Reports were a requirement of 66B of the Annotated Code of Maryland, Section 3.09, and Planning Commission Approval was required. There was a lapse for 2000 – 2002 but we will be current during the period of his tenure as Planning & Zoning Administrator with the approval of these three Annual Reports.

Staff recommends approval of the 2003, 2004 & 2005 Annual Planning Report.

Mr. Stup answered questions on the Reports, process, and format. Additionally, there were questions with regard to the Population Numbers that were received from the County Planning Office. Staff indicated that the Commission could approve the three Reports and instruct Staff to contact the County planning to resolve the issues and make any corrections needed.

Applicant: None since the Planning & Zoning Staff is the applicant.

Public Comment:
None.

Rebuttal:
None.

Decision:
Ms. Koenig made a motion to approve the 2003, 2004 & 2005 Annual Planning Reports in accordance with Staff amended Recommendation; Mr. Krigbaum seconded the motion.

VOTE: Yea 5 Nay 0

Master Plan

Staff presentation of the status and schedule for Update/Re-write of the current City of Brunswick Master Plan for re-adoption.

Staff Presentation

Mr. Stup introduced the item to include the Reference Material, Schedule and the Questionnaire, and explained the approach that was proposed by Staff. He stated that we would go through the Schedule first and then the Questionnaire. If changes were needed, we'd re-visit the Schedule. There are five extra meetings, of which four have been scheduled for Mondays at 7:00 PM. The other additional meeting is a Joint Workshop with the Mayor & Council and would be held on a Tuesday at 6:00 PM, which is the normal Mayor & Council Workshop day and time.

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Staff Presentation and Recommendation Cont.

Mr. Whitmore reviewed the Schedule with the Commission, and reiterated that it was an aggressive schedule. Additionally, he indicated that the schedule would require revision if certain Threshold Items were not attained.

Ms. Larsen indicated that based on the proposed schedule the Frederick County Planning Commission has scheduled a hearing on the draft Plan for August 16, 2006 for the purpose of forwarding comments to the City Planning Commission.

Messrs. Stup and Whitmore answered Commission questions.

Mr. Whitmore then reviewed the Questionnaire with the Commission, and commented on the distribution of the document.

Messrs. Stup and Whitmore answered Commission questions, and stated that if there aren't any additional questions, Staff would do the final review of the questions to include the suggested re-wording and distribute the document as indicated.

Mr. Stup made a few closing comments of the Master Plan Update Process. It was the consensus of the Commission that the Process, Schedule, and Questionnaire were satisfactory.

Public Comment:

Mr. Stup announced that to date there would be a regular meeting on April 24, 2006. The current items included the two proposed Master Plan Amendments for the Heart of the Civil War Heritage Area and the Hopwood Project.

Adjournment:

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Wayne Daugherty, Secretary
Brunswick Planning Commission